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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

September 21, 1943

PERSONNEL DIVISION MEMORANDUM NO. 11

Revision 1

Supplement 1

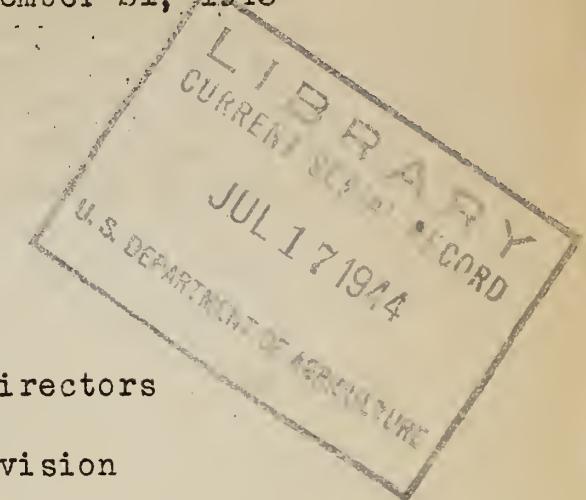
To: Branch and Division Chiefs and Regional Directors
From: Frederick C. McMillen, Chief Personnel Division
Subject: Identification Cards and Building Passes

Effective October 1, 1943, identification cards, for use of employees in connection with tax exemption certificates, will be issued by the Personnel Division instead of by the Finance and Accounts Division as in the past. The Washington Personnel Division will issue such cards only for employees in Washington, or to Beltsville employees and consultants connected with the consultant panel whose appointments are handled by the Washington Personnel Division. Cards for all field employees other than those mentioned in the preceding sentence will be issued by the Personnel Divisions of the regional offices.

Branches and divisions desiring that a card be issued to an employee will address their request to the Personnel Division in Washington, or in the region, as the case may be. As to field employees, regional offices will honor such requests when made either by the chief of a branch or division in Washington, or by the regional chief of a division, or by heads of local field offices if the branch is not yet regionalized.

When an employee leaves the Administration for any reason, it will be the responsibility of the administrative officer of the branch or division, or the head of the local field office, to see that this identification card and all other types of identification cards, including building passes, are turned in by the employee and forwarded to either the Washington Personnel Division or the appropriate regional Personnel Division, as the case may be.

For each type of card, the Washington Personnel Division or the Regional Personnel Divisions, as the case may be, will keep a record by numbers of cards, showing to whom each card is issued. In



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In addition they will keep an alphabetical card record showing the cards issued to each employee. When Form AMA-157 is received in the Personnel office covering the separation of an employee, the alphabetical list will be consulted, and if the employee is charged with cards which have not been turned in, request will be made of the Branch or Division administrative officer or head of the local field office to obtain such cards and send them to the Personnel Division.

Federick C. McMullen

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